Video Conferencing FAQ (Frequently Asked Questions)

- What sort of video conferencing can I do?
    - Point-to-point conference
        - If contacting a single party with video, input their IP and Call.
    - Multi-point conference

        - ESNET system (ad-hoc)
            - All parties must be registered with the gatekeeper
            - Enter 82xxxx, 85xxxx, or 88xxxx and press CALL
            - Xxxx is any number of your choice
            - Tell your other parties to do the same
            - See more details in the ESNET section

        - VRVS system
            - Login to www.vrvs.org and select virtual room
            - Press H.323 button and enter 20xxx (assigned to the specific room)
            - Check Gatekeeper box and enter 198.128.3.86
            - Press CONNECT H.323 button
            - See instruction sheet in the VRVS section for more details

        - ISDN
            - Choose # from address book
            - From, "**Place a Call"** screen
            - Enter *7810102881 XXX-XXX-XXXX
              Whereas XXX-XXX-XXXX = 10 digit ISDN #. Do not insert dashes or spaces
            - Select ISDN (not IP)
            - Select speed as assigned

- What sort of audio conferencing can I do?
    - The Polycom speakerphone can be used to dial telephone numbers.
        - The telephone option on the video system is enabled if you see a telephone icon on the menu screen
        - The speakerphone has separate microphones from the video system
- How do I control the system?
    - Each part of the system has a remote control
        - Only the Polycom and Vid Proj are really useful
    - Polycom remote
        - Pick up the Polycom remote to wake the video system

- - - Use the arrow keys to select what you want to do (usually CALL)
      - See more details in Remote Control Section
  - Video Projector Remote
    - If the projector is off, press and hold power for a second.
    - There is a laser pointer on this remote
- What if I have trouble with the system
  - Make sure the units are all on
    - DO NOT turn off the TV when you are finished; it will power itself down
    - DO turn off the overhead projector when don
  - If you cannot complete a video conference call, reboot the system
    - Select System info
    - Press enter then dial *911*
  - Call the technical support # assigned to the conference room

Credit Dan Bauer